

**CALIFORNIA  
TAX CREDIT ALLOCATION  
COMMITTEE  
2-Day  
Compliance Workshop**

TCAC is pleased to announce a 2-day compliance workshop on California's Low Income Housing Tax Credit Program in Burbank and Sacramento. If you own, manage or plan to own or manage a tax credit development, we recommend that you attend our workshop.

**The following topics will be covered:**

- Update on Compliance issues & policies;
- Specifics of a TCAC compliance monitoring inspection;
- Detailed review of TCAC required documents;
- Properly documenting, verifying income and calculations;
- How to maintain LIHTC compliance in properties;
- Interactive problem solving.

***Workshop location & date:***

**Burbank – May 4 & 5, 2004**

*Hilton Burbank Airport & Convention Center  
2500 Hollywood Way, Celebration/Gala Room  
Burbank, CA 91505  
Phone (818) 843-6000*

**Sacramento - May 19 & 20, 2004**

*Holiday Inn – Capitol Plaza  
300 J Street, 16<sup>th</sup> Floor Conference Room  
Sacramento, CA 95814  
Phone (916) 446-0100*

**Directions & parking:**

*Map will be included with confirmation.*

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**Program Schedule**

**Day 1**

Check-in: 8:15 am – 9:00 am  
Workshop: 9:00 am – 5:00 pm

**Day 2**

Check-in: 8:15 am – 9:00 am  
Workshop: 9:00 am – 4:00 pm

- Class is limited to 80 people. A maximum of 2 representatives per organization will be accommodated
- Bring a calculator;
- FAXED REGISTRATIONS WILL NOT BE ACCEPTED;
- Confirmation will be e-mailed upon receipt of registration and payment. **If you do not receive confirmation before the workshop, please phone us.**

**CALIFORNIA TAX CREDIT  
ALLOCATION COMMITTEE**

**2-Day  
Compliance Workshop**

**Registration form**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_

E-Mail \_\_\_\_\_

Contact Person \_\_\_\_\_

Name #1: \_\_\_\_\_

Name #2: \_\_\_\_\_

**I will attend at the following location:**

\_\_\_\_ **Burbank**      \_\_\_\_ **Sacramento**

**The registration fee is \$110.00 per person.**

**Amount enclosed \$\_\_\_\_\_**

**Please complete the registration form  
above and return it with your check to:**

**California Tax Credit Allocation Committee  
Workshop Registration  
915 Capitol Mall, Room 485  
Sacramento, CA 95814**

If you have any questions, please call Jenny Williams (916) 654-6340.

## About the California Tax Credit

### Allocation Committee

The California Tax Credit Allocation Committee (TCAC) is the state agency responsible for administering California's Federal and State Housing Tax Credit Programs.

### About the Compliance Workshop

The workshop is designed to assist owners and managers of Housing Tax Credit projects, providing an overview of IRS and TCAC guidelines for compliance. HUD 4350.3 income certification procedures, IRC Section 42 and TCAC compliance documents and procedures will be reviewed.

### Who should attend?

Anyone involved in managing tax credit projects, such as owners, management companies and public agencies.

### General Information

This is a 2-day workshop. In order to receive a certificate of completion, the full session must be attended – ***NO EXCEPTIONS***.

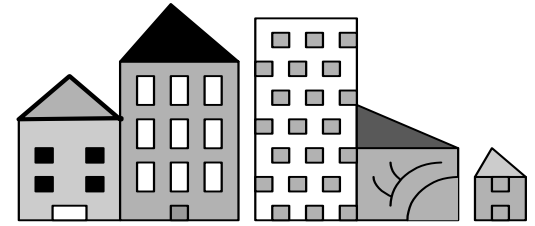
Walk-in registrations will not be accepted.

Full refunds will be made to registered participants if TCAC cancels or postpones the workshop. Substitutions from the same company are permitted. No refunds will be honored after the registration deadlines of -

**Burbank workshop: April 26, 2004**

**Sacramento workshop: May 10, 2004**

California Tax Credit Allocation Committee  
915 Capitol Mall, Room 485  
Sacramento, CA 95814



## CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

*will sponsor  
a*

## 2-day Compliance Workshop

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***Tuesday & Wednesday  
May 4 & 5 2004***

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***Wednesday & Thursday  
May 19 & 20 2004***